

# Online Course Development Checklist

---

- Developer is an experienced user of a Learning Management System (LMS). If not, the developer has completed eCollege training online or face-to-face.
- The Developer has presented an Online Course Proposal to the Dean of Academic Affairs.
- Developer has received approval to develop the proposed course from the Dean of Academic Affairs.
- 
- Course development forms have been received from Administrative Assistant to Dean of Academic Affairs in either digital format, in person, or via regular mail. These forms can also be found on the website under Faculty/Staff. These forms include:
  - Course Development Checklist
  - The Minimum Guidelines for Course Development
  - The Course Development Agreement
- If the developer does not have an eCollege account, he/she will need to contact [support@colbycc.edu](mailto:support@colbycc.edu).
- When the developer has completed the course development he/she will contact the Title III Activity Director for a Quality Review appointment. Within four days, the Title III Activity Director will notify the course developer of any suggested revisions.
- Once the Quality Review has been finalized, the course developer will be authorized to teach the course or make it available for instruction.
- The course developer's contract will be submitted for payment in the amount stated in the Online Course Development Agreement. Questions regarding payment should be directed to the Dean of Academic Affairs' office.